UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF ILLINOIS
750 Missouri Avenue
East St. Louis, Illinois 62201

CAREER OPPORTUNITY

Position: Director of Information Technology

Vacancy Announcement Number: 2006-05

Location: East St. Louis, IL

Starting Salary Range: $70,007 (CL 30/01) - $113,822 (CL 30/61) depending on qualifications

Promotion Potential to CL 31 ($82,359-$133,871)

Date Posted: August 1, 2006 **Closing Date:** August 22, 2006 (close of business)

Position Summary

The position is located in the U.S. District Court for the Southern District of Illinois. The Director is responsible for managing the consolidated Automation and Technology Department of the District Court, Probation Office and Bankruptcy Court. The Director must possess excellent leadership skills, strong analytical skills and effective communication abilities in oral and in written form. The ability to exhibit professionalism, leadership and a vision that directs the planning, coordinating and integrating of all Automation and IT functions is essential. The Director reports directly to the respective Court Unit Executive.

The position includes managing the computer systems and new technology encompassing two locations with approximately 170 combined users. Applications are housed on both LINUX/UNIX systems, Novell Netware Servers, and Windows XP as the primary desktop operating system. Off-the-shelf applications include WordPerfect, Lotus Notes, Lotus Organizer, Internet Explorer, Microsoft Office and other applications.

Representative Duties and Responsibilities

Works with judges, court unit executives or designees to identify automation needs, objectives, and capabilities, including anticipation of future requirements and situations. Ensures subordinate staff provide effective use of automated resources available to the district.

Develops and implements short and long range automation improvement plans, ensuring changes can be implemented district wide. Develops and manages implementation plans for the district automated systems in line with the Judiciary Long Range Plan.

Reviews changes in legislation, court rulings, internal operating procedures and applicable Administrative Office directives, and effects appropriate changes in installed automation systems.

Develops a budget plan for the district's automation program, allocates resources to support development of automated networks, and manages the approved budget including procurement and inventory control.

Acts for the System Managers in their absence and has direct supervisory responsibility for the system managers and subordinate staff providing support to assigned organizational units. Recommends personnel actions concerning subordinates, assist in the evaluation of work performance, training, employee relations, and related areas.

Provides programming support and works with a variety of programming languages and tools that apply to computer networking, database management, and Internet/Intranet application and development. The ability to work with languages such as Visual FoxPro, Visual Basic, Java, Perl, PHP, SQL, HTML, XML and shell scripting for UNIX/Linux platforms is essential.

Researches, identifies and adapts national proposed system equipment. Evaluates proposed system equipment, configuration and makes recommendations. Recommends placement and utilization of equipment. Identifies the need for supplemental equipment and works with vendors. May develop specific system features that satisfy the needs of the district.

Directs purchases of commercial software identifying alterations or custom designs. Recommends proper housing space and utilities for systems hardware. Ensures physical and logical security for systems hardware and software. Maintains a library of software, including documentation of locally developed material. Responsible for maintaining keeping the license files and making sure the district is legal with copyright software.

Develops and manages the execution of implementation plans for the district automated systems including administrative applications, electronic mail, word processing and data and telecommunications. Identifies software applications and hardware features that meet specific needs, and initiates the development of these applications.

Manages the development and execution of a court automation training plan, as well as local court technical and user documentation, to ensure effective utilization of installed automated programs, coordinating as necessary with the Administrative Office, Federal Judicial Center, and supplying vendors. Coaches technical staff as necessary making sure the entire team has the necessary skills to effectively manage the automation resources of the district.

Manages all systems maintenance activities. Monitors in-house routine housekeeping functions and ensures installation of new software releases as well as local functions such as database back-up and reconfiguration.

Provides consultation to and oversees the day-to-day administration, operation and support of the three organizational units or functional areas using personal computers. Provides help desk/trouble shooting support to staff as needed regarding office automation desktop and network applications, such as Lotus Notes, Windows XP, PACTS, WordPerfect, ADAM, FAS4T, CM/ECF, BANCAP and Adobe Acrobat.

Presents technical information to judges, court unit executives, and court staff at court unit meetings on automated system related topics. Advises management in all areas of automation needs, objectives and capabilities. Submits yearly automation plans to the court unit executives for discussion and approval.

Develops specific system features to satisfy court needs. This may involve making adaptations to a national system, or it may mean participating in the planning for, the acquisition of, and implementation of specific systems for the court unit.

Acts as a primary liaison with the Administrative Office, Federal Judicial Center, General Services Administration, vendors, counterparts in other courts, and others in the data processing community regarding automated systems.

Ensures safety, security and integrity of databases to include user accesses, off-site storage and security procedures. Works as part of a team to develop and manage a continuity of operations plan (COOP) in the event of a major system failure within a building, a fire, and/or other building or local disaster.

Manages and develops special automation projects for different elements of the district and performs other duties as assigned. Maintains and updates local policy and procedures as required. May perform other duties as assigned.

Qualification Standards

Required: (1) Candidates must have a bachelor's degree in computer science or related field and at least five years management experience which has provided an opportunity to deal with a diverse group of persons in a work relationship, (2) possess the ability to exercise mature judgment, (3) have a thorough knowledge of the basic concepts, principles and theories of management and (4) have demonstrated ability to manage automated systems in a medium size organization and (5) familiar with procurement regulations and Federal Appropriations Law.

Preferred: A Master's degree in public, business, or judicial administration. Thorough working knowledge of theories, principles, practices and techniques of computer hardware and software, office automation, database design and data communications; ability to troubleshoot and problem solve. Experience in analyzing, evaluating and determining automation needs and planning to implement systems to meet those needs. General aptitude to learn new operating system languages and applications. Skill in training non-automation personnel in automation techniques and processes. Knowledge of the functions and processes of the court. Ability to conduct research of all available services and provide proposed solutions; isolate and take corrective actions to applications software and hardware problems. Skill at applying existing or new principles in difficult, challenging or doubtful situations.

Technical Qualifications: Extensive knowledge of software Life Cycle Management to include software testing method, practices and preventive maintenance activities. Knowledge of sophisticated structured programming methods, practices and applications sufficient to extract and format data in INFORMIX and SQL relational database management system environment. Knowledge of LINUX operating system and INFORMIX compliant relational database management system. Knowledgeable in web design, specifically Dreamweaver. Familiar with the workings of LAN/WAN configurations as well as routers, hubs and switches. Ability to work with an NEC NEAX 2400 multiline phone switch system.

Additional Preferences:

To qualify for this position a person should demonstrate that s/he possesses:

Experience in integrating and consolidating disparate systems and automation architectures;

Experience with preparing and administering budgets and spending plans for IT operations;

Ability to develop automation staff to their full potential, assuring they get the necessary training and leadership.

Experience in setting up and supporting telework employees.

Proven ability to successfully manage large projects with strong organizational skills;

Excellent communication and interpersonal skills; and

Unquestioned integrity with a positive "can do" attitude.

Benefits

Judiciary employees serve under excepted appointments (not civil service). Federal benefits include paid vacation and sick leave, health benefits and life insurance, disability insurance and long-term care, retirement benefits, and a tax-deferred savings plan. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

Background Investigation Requirements

Prior to appointment, the selectee considered for this position is required to undergo an FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation. As a condition of employment, employees are subject to updated background investigations every five years.

Procedures For Applying

Submit a cover letter, AO 78 Standard Application Form, resume, copies of your last two performance evaluations, copies of all college transcripts, and a narrative statement not to exceed two pages, which addresses your management philosophy to:

U.S. District Court, Southern District of Illinois
Khadijia Thomas, Personnel Specialist - Confidential
750 Missouri Avenue
East St. Louis, IL 62201

Please do not email or fax application materials. Incomplete application materials will not be considered. Applicants may be asked to participate in proficiency tests.

Applicants must be U.S. citizens or eligible to work in the United States. Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the Court for the Southern District of Illinois. Due to the volume of applications received, the Court will only communicate with those applicants who will be tested or interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Court Unit Executive may elect to select a candidate from the applicants who responded to the original announcement without posting the position. Employees are required to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

The Court is an Equal Opportunity Employer